

## **Request for data from completed projects.**

### **List of Deliverables**

#### **Digital:**

RMPP	(should indicate where field sheets/vouchers are being stored)
Database	(MSACCESS or import compliant, including relevant metadata)
Species list	(complete list of all species observed)
GIS Coverages	(Spatial representation of all sample sites. ESRI format, following I&M GIS standards, including relevant metadata. This information should also be posted to the NPS GIS Clearinghouse depending on sensitivity.)
Reports	(MSWORD or PDF file)
Protocol	(if not included in report)
Digital Images	(Copy of digital image if image is used as a voucher specimen)

#### **PAPER:**

Reports	(submitted to relevant park library or document management system and network office)
Field sheets /notebooks	If originals are stored by researcher please indicate location. Optionally copies of field sheets/notebooks should be maintained in network office.

#### **Vouchers:**

Specimens	(List of vouchers and storage facility where located, spreadsheet providing ANCS+ information)
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All of these components should be submitted to the network office on cd or to an FTP site.